Forest Grove Solid Waste
Community Enhancement Program Committee

CEPC Meeting	**Monday, February 14, 2022**
6:00 PM	**ZOOM Community Auditorium**

Zoom Webinar Link:
https://us06web.zoom.us/j/85336507331?pwd=SWRFam5uL3NFUUZIS1MwSHNUVmFsZz09
*Zoom Meeting ID: **853 3650 7331** and Passcode: **021422***

*The public can observe the meetings **LIVE** on **Zoom** Webinar or on Tualatin Valley Community Television (TVCTC) Government Access Programming or **LIVE Channel** 30 on their website: http://201.71.205.11/CablecastPublicSite/?channel=15.*

Malynda Wenzl, Council President	**Juan Carlos Gonzalez, Co-Chair**	**Timothy Rippe, Councilor**
Donna Gustafson, Councilor	**Peter Truax, Co-Chair**	**Elena Uhing, Councilor**
Kristy Kottkey, Councilor		**Mariana Valenzuela, Councilor**

ADA Notice: *In accordance with the Americans with Disabilities Act (ADA), the City of Forest Grove will make reasonable accommodations for participation in the meeting. Requests for assistance can be made by contacting the City Recorder's Office, aruggles@forestgrove-or.gov, 503-992-3235, at least 48-hours in advance of the meeting.*

A G E N D A

6:00 1. **CALL TO ORDER:**

2. **PUBLIC COMMENT**: Anyone wishing to speak to on an item not on the agenda or on the agenda and not scheduled for a public hearing may be heard. Please limit comments to two (2) minutes. All testimony is electronically recorded. Written comments may be submitted by 3:00 p.m. on the day of the meeting to *CityCouncilors@forestgrove-or.gov*. **Zoom Attendees:** Please use the "Raise Hand" option. Please introduce yourself and ask your question or provide your comments.

3. **APPROVAL OF MEETING MINUTES of MAY 10, 2021**

4. **ADDITIONS/DELETIONS**

5. **BYLAWS AMENDMENT:** The committee membership must include the mayor or chief executive officer of the City /County, *at least two* citizens of the City appointed by the Mayor, and the Metro Councilor.

6. **APPROVE 2022-23 CEP PROGRAM CRITERIA & TIMELINE:**
   March 1   Applications for project proposals will be available.
   April 1   Applications must be completed and returned to City Hall by 5 pm.
   April 21 CEPC will hold meeting to hear sponsor presentation of proposed project. Meeting will be held virtually on Zoom. Presentations should be

limited to 4 minutes after which the Council will have opportunity to ask questions.

April 29   CEPC's completed allocation worksheets due to staff.

May 9   Allocations of Grant funds approved at CEPC meeting.

6:50   7. **<u>ADJOURNMENT</u>**

EXHIBIT A

**AMENDING FOREST GROVE SOLID WASTE
COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE
BYLAWS AND REQUIREMENTS**

WHEREAS, Pursuant to Resolution No. 2015-27, the City Council established the Forest Grove Solid Waste Community Enhancement Program Advisory Committee (CEPC) to administer the Community Enhancement Program (CEP) funded by Metro fee at the Forest Grove Transfer Station; and

WHEREAS, Pursuant to Resolution No. 2015-30, the CEPC established its Bylaws for the regulation of the Committee's business and responsibilities; and

WHEREAS, Metro has revised its Community Enhancement Grant Program Agreement, Metro Contract No. 937318, to require that the CEPC membership include at least two citizens of the City appointed by the Mayor and the Metro Councilor District 4; and

WHEREAS, the 14 day notice requirement is being waived as this amendment is required by the City's contract with Metro and the CEPC has to incorporate this change into its Bylaws to be in compliance with the contract.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1 That the Forest Grove Solid Waste Community Enhancement Program Advisory Committee hereby amends its Bylaws, Article V, Organization and Structure, Section 1, Membership, as follows:

A. Membership of the Forest Grove CEPC shall be composed of seven City Councilors and one Metro Councilor whose district includes the City, and at least two citizens of the City, appointed by the Mayor, and the Metro Councilor, with the goal of appointing individuals who have experience with populations that are underserved by the community in terms of access to and participation in solid waste activities and benefits. If the Metro Councilor decides not be a member of the CEPC, the City Council and the two appointed citizens will be the Committee.

B. The citizen members of the Forest Grove CEPC will serve three year terms. The first term of the first two citizen members appointed will expire on December 31, 2024.

APPROVALS:

The above Bylaw amendment for the Forest Grove Solid Waste Community Enhancement Program Advisory Committee have been duly considered and reviewed, and are hereby adopted this 14th day of February, 2022.

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A place where families and businesses thrive.

Community Enhancement Program Committee
6:00 PM, Virtual ZOOM
CEP Committee Meeting Minutes   **Monday, May 10, 2021**

Minutes not official until approved by the CEP Committee.

1. **CALLED TO ORDER:**
   Peter Truax, Co-Chair, called the meeting to order at 6:03 p.m.

   ROLL CALL: Malynda Wenzl, Donna Gustafson, Kristi Kottkey, Timothy Rippe, Elena Uhing, Mariana Valenzuela, Co-Chair Juan Carlos Gonzalez, Co-Chair Peter Truax.
   ABSENT: NONE
   STAFF PRESENT: Paul Downey, Administrative Services Director; Jesse VanderZanden, City Manager; Beverly Maughan, Executive Assistant to City Mgr.

2. **PUBLIC COMMENT:** None.

3. **CONSENT AGENDA:**
   a) Approve CEPC Meeting Minutes of April 13, 2021*.*

   MOTION: Wenzl moved, seconded by Uhing, to approve the Consent Agenda as presented. MOTION CARRIED 8-0.

4. **ADDITIONS/DELETIONS:** None.

5. **DISCUSSION AND APPROVAL OF ALLOCATIONS AND DESIGNATION OF 2021-22 CEP PROJECTS:** Downey reviewed the compilation of allocations noting Forest Grove Foundation had withdrawn their application for the Food Access Network Staffing and Supplies project requiring each councilor to reallocate funds to other projects if they wished to do so. Committee members also reallocated individual funding from projects not receiving a majority vote resulting in 12 projects receiving support from a majority of at least five (5) committee members. Staff amended the funding allocation worksheet accordingly. Rippe moved, seconded by Uhing, to approve the allocations as amended. With all those present voting in favor, motion passed unanimously. The following projects were granted funds as noted and designated as 2021-22 CEP Projects:

2021-22 CEP PROJECTS	SPONSOR	FUNDING APPROVED
Student and Veteran Food Box Program	FG Elks #2440	$7,148
Forest Grove Farmers Market	Adelante Mujeres	$7,500
Blessing Box Upgrade	FGUCC	$3,000
Annual Sidewalk Chalk Art Festival	Valley Art Association	$4,045
Preservation Grant Program	Historic Landmarks Board	$4,152
#StandUpFG: Museo Ambulante/Walking Museum	Five Oaks Museum	$3,365
Food PANTRY Garden Expansion	Dairy Creek Community Food Web	$1,705
Local Food Security Education	Foodways at Nana Cardoon	$5,288
AT Smith House South Façade Restoration	Friends of Historic Forest Grove	$4,134
Farm to Place Oregon Wheat Project & Field Trip Series	EdenAcres Environmental Education	$6,536
Lunch and Recess in the Garden	Forest Grove School District	$6,752
Home Preservation Program for Low-Income, Elderly	West Tuality Habitat for Humanity	$5,000

6. **DISCUSSION OF REVISED 5-YEAR IGA WITH METRO** Downey reviewed the three changes proposed by Metro in the revised 5-year IGA:
   1. Metro will provide, at minimum, one annual grant administrators meeting to share grant information and resources across the host organizations;
   2. All committee members are required to declare conflicts of interest; and
   3. All enhancement grant committees are required to include, at minimum, two community members.

   He noted staff would be involved in the first change and the committee has already been doing the second proposed change for a number of years. He stated the third proposed change would impact the committee and would need to be discussed prior to next year's cycle. He confirmed the Metro IGA would be included on a Council agenda in June for approval. In response to comments from Truax and Uhing regarding feedback from the committee on the proposed changes, Gonzalez agreed that, while he had informed the committee that the new regional waste plan would require changes in the CEP structure, he should have brought the proposed changes to the committee's attention for engagement.

7. **ADJOURNMENT:** The meeting adjourned at 6:33 p.m.

Signed: _____
        Peter B. Truax, Co-Chair

Signed: _____
        Juan Carlos González, Co-Chair

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COMMUNITY ENHANCEMENT PROGRAM (CEP)
FY 2022-23 PROCESS
CEP COMMITTEE MEETING

Thursday, February 14, 2022

Purpose of Meeting

- Finalize process for the FY 2022-23 Grants
  - Funding available and allocations
  - Program Considerations
  - Required bylaw change
  - Review of application
  - Committee discussion and approval to proceed

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Estimated FY 2022-23 Funding Available

- Based on preliminary estimates, there will be approximately $27,250 in funding available for FY 2022-23 regular grants.

  - Revenues:

    - $70,000 in FY 2022-23 estimated CEP fees.

    - $1,450 in accumulated fund balance (per funding rules, 25% of the overall accumulated fund balance of $5,800 can be spent this year).

  - Expenses:

    - $4,200 for City staff time to administer (6% of revenue).

    - $40,000 to fund the third year of the Community Impact Grant (CIG)

    - Leaves $27,250 for regular grants

- Leaves $27,250 for regular grants; for comparison, last year 12 projects totaling $58,625 were funded excluding the $40,000 Community Impact Grant

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Program Considerations

- Does the Committee want to make any changes to the program in order to prioritize remaining funds of $27,250:
    - The entities and or types of programs that are eligible to receive funding? For example, should the City continue to fund Boards and Commission programs? Currently receiving CEP funding are Historic Landmarks Board small renovation grants and mini-grant programs for the Sustainability and Public Arts Commissions.
    - The $7,500 per grant limit.
    - Allowing an entity to apply for two grants.
- With ten committee members, does the Committee want to retain the current method of determining how the funds are awarded?
    - Must have 6 of 10 members to qualify
    - Each member gets 1/10 of the total amount

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Bylaws Update

- The committee membership must include the Mayor and *at least two* citizens within the City limits appointed by the Mayor and the Metro Councilor whose district includes the City.

- The current committee membership is the City Council and the Metro Councilor. The by-laws need to be changed to reflect Metro's new requirement to add two citizen members. Staff has prepared a resolution for the Committee's approval.

- The bylaws require a 14-day notice for amendments to the bylaws. Since this amendment is required by Metro, staff is recommending the 14-day notice requirement be waived so the citizen members can be recruited in time to participate in the 2022 award process.

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Member Recruitment

- The additional members can be appointed by the Mayor and the Metro Councilor per the Metro rules. Staff needs direction on:

    - Will Metro rules be followed or will the Committee appoint the members?

    - Depending on how the members are appointed, what process will be used to recruit members? Intent would be to have members available to participate in the process at the time the grants applications are submitted.

    - What will be length of term for citizen members? Staff put in 3 years.

- Metro best practice guidelines include recruiting citizens who have experience with populations that are underserved by the community in terms of access to and participation in solid waste activities and benefits.

- Staff suggests the appointments exclude individuals who are employed by or on the board of a non-profit that may apply for a CEP grant.

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FY 2022-23 Process

- Based on discussion during last year's process, staff has revised the application form to collect DEI information. See highlighted questions on attached application form and instructions.

- Staff proposes the following timeline for FY 2022-23 CEP program:
  - Tues. March 1 – Fri. April 1: Applications available and accepted
  - Thurs. April 21: CEPC meeting to hear sponsor presentations
  - Fri. April 29: Allocation worksheets due to staff
  - Mon. May 9: CEPC Meeting to approve allocation of grant funds and designate 2022-23 CEP projects.
  - July 1: Contracts for designated projects distributed.

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Discussion

- Under the current program, each member will receive $2,725 to distribute.

- The *most* a member can give to an entity is 1/10 of the amount of the grant request. For example, $750 for a $7,500 grant application.

- The *most* an entity can receive per grant application is $7,500.

- Each entity must receive funding from 6 of 10 members to receive a grant.

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Discussion

- Continue funding Boards/Commissions or limit to non-profits due to lower revenues.

- Limit entities to one grant instead of two?

- Lower $7,500 grant limit to each entity, i.e., to $5,000? If so, then each members maximum contribution per entity is reduced from $750 to $500.

- Still require a majority of members to fund a grant?

- Other options, i.e., give 5 grants of $5,000 each and have the Committee decide on the 5 entities?

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More Discussion

- Comments on Process or Application for FY 2022-23

- Consideration of Bylaws Changes

- Approval of FY 2022-23 CEP Application and Process after any changes made by the Committee

- Other Questions or Comments

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COMMUNITY ENHANCEMENT
PROJECT APPLICATION

Sponsor: _____ Tax ID # _____
(N/A for City Board or Commission)

Contact Person: _____ Daytime Phone: _____

Address: _____ Email Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

PROJECT INFORMATION

A. Project Title   **Amount Requested:**
_____   **$_____**

B. Mark all of the goals below which your project meets and explain how:

✓	Goals	How project meets this goal (be clear & specific)
	Improve the appearance or environmental quality of the community	
	Reduce the amount or toxicity of waste	
	Increase reuse and recycling opportunities	
	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	

	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
	Result in improvement to, or an increase in, recreational areas and programs	
	Result in improvement in safety	
	Benefit youth, seniors, low income persons and/or underserved populations	

Choose which category best describes your project: New, one-time event or program _____

Ongoing event or program _____

C. *Please provide the address of the project/program or the nearest intersection where the project/program will be focused.*

D. Brief project description and explanation of how the <u>CEP funds</u> will be used:

Proposed schedule:

Project Start Date:_____   Project Completion Date:_____

E. *Describe your project outcomes and data collection methods. What do you hope to accomplish?*

F. Estimate how many Forest Grove residents will benefit if this project is funded. _____

G. *How did you identify this community need?*

Who is your target audience? (Include demographic information about participants like age, race, ethnicity and social-economic status.)

Has the sponsor received a Community Enhancement grant for this project in the past?

_____

If so, amount received $_____

Has the sponsor received a Community Enhancement grant for the <u>current year</u>?

_____

If so, is the project completed?

_____

Please provide a brief summary of services for <u>current year</u> grant. (I.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.)

H. PROJECT BUDGET

Total Estimated Costs: _____

How were these costs estimated? (Quotes, catalog, previous projects, etc.)

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital				
Materials				
Other (please explain):				
Total				

% of Total Budget provided by Sponsor: _____

I. **Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

J. **Will the project be completed with the proposed funding or will future funding be necessary?**

K. **Explain how the project would enhance the values described in the Forest Grove Vision Statement and City Council Goals?**

L. **How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?**

PROJECT MANAGEMENT

A. **Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

B. **Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

C. **Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe**.

D. **If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

Applications must be submitted by 5:00 pm, April 2, 2021, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.